

IMPORTANT INFORMATION	
PLEASE READ	
CHANGES: To Certificated Staff Only	
Grade Level	is now changed to Grade Type
Type of Certificate	Deleted Temporary and Conditional Certificates. Emergency Cert. can only be used with job codes: 3100, 3101,3105, 3114, 3116, 3117, 3118, 3119, 3123, 3124, 3132, 3133 and 3134
New Job Codes	0114-Assistant School Business Administrator - 0430-Coordinator of Grants Management, Manadated Programs and Special Projects - 0496-Transition Teacher - 0497-Assistant to the Superintendent Special Education - 0498-Dean of Students. Non-Certificated Staff is 9050-Physics (Pilot Program Only).
Deleted/Changed Job Codes	1013-Nursery - Grade 8 -- the teachers with the 1013 codes are now coded 1001
<p>We are still preparing to make a transition from using social security numbers (SSNs) to the six-digit tracking numbers that have been assigned to all certificated staff in the department's certification database. We have matched as many SSNs as possible to the tracking numbers in the certification system. However, there are mismatches or missing numbers in some instances. Those certificated personnel who do not have a tracking number next to their names in the Certificated Staff Collection had no match. This could be due to either having an incorrect SSN in the collection or the TCIS system or the person is not listed in the</p>	
<p>To add staff, enter N instead of A as in prior years. If you enter an A in error, you need to hit ENTER and then type an N.</p>	
<p>To change staff, enter C instead of S as in prior years.</p>	
<p>If you have a person that is not Highly Qualified (1), you must fill out the additional Information Questions on Highly Qualified</p>	

Reconciliation of Certificated Staff Social Security Numbers with TCIS Tracking Numbers	
Please use the following steps to determine why the mismatch has occurred:	
If the person has a Social Security number listed but no tracking number:	
Check your personnel records to see whether the SSN is correct or not in the Certificated Staff Collection. If not,	
If you verify that the Social Security number is correct in the Certificated Staff Collection but there is no	
Call your county office to check the name of the person in the TCIS system to see if there is an incorrect SSN for the	
If the verification of the SSNs does not resolve the mismatch, the Office of Licensure and Credentials and the Public	

2009-2010 MANUAL OF CODING	
STATUS CODES	
1 - Full-Time	
2 - Part Time	
RACIAL/ETHNIC ORIGIN CODES	
1 - White	
2 - Black	
3 - Hispanic	
4 - Asian	
5 - American Indian/Alaskan Native	
6 - Hawaiian/Pacific Islander	
7 - Two of More Races	
SEX CODES	
1 - Male	
2 - Female	
DEGREE CODES	
1 - No Degree	
2 - Bachelors	
3 - Masters	
4 - Doctorate	
5 - Other	
EMPLOYMENT TYPE	
1 - 10 Months	
2 - 11 Months	
3 - 12 Months	
YOB - Year of Birth	
EXP NJ - Experience in NJ	
MI - Middle Initial	
EXCEPTIONAL CONTRACT SALARY CONDITION CODES	
A. Teaches kindergarten for less than a full day.	
B. On a sabbatical leave.	
C. In the position of an individual on sabbatical leave.	
D. On an extended sick leave.	
E. Filling the position of an individual on an extended sick leave.	
F. A special teacher paid on a special hourly rate contract.	
G. Paid on a permanent substitute contract.	
H. Paid while suspended from duties pending outcome.	
I. Paid for serving in the position of an individual suspended pending outcome.	
J. Assignment is away from district in a teacher exchange program.	
K. From another district on a teacher exchange program.	
L. Other than above.	
SSN - Social Security Number	
TRACK - Tracking number	
EXP DIST - Experience in District	
EXP TOT - Total Experience	
For a list of Job Codes please use the Coding Manual.	
FTE - Full Time Equivalent	
TP - Teacher Preparation	
1 Alternate Route	
2 Traditional Route	
TC - TYPE OF CERTIFICATE HELD BY TEACHER:	
1 - Standard	
2 - Provisional	
3 - Emergency	
6- Non-citizen	
7 - Certificate of Eligibility (CE) only	
8- Certificate of Eligibility with Advanced Standing (CEAS) only	

HQ - how became highly qualified:
1 - No, is not highly qualified
2 - Doesn't need to be highly qualified.
3 - Yes, passed the Praxis/NTE
4 - Yes, by the House Matrix
5 - Yes, has 30 credits in content area
6 - Yes, has graduate degree in subject area
7 - Yes, has undergraduate degree in subject area
8 - Yes, is Nationally Board Certified
ANYONE WHO ENTERS 1 UNDER HIGHLY QUALIFIED MUST ANSWER ADDITIONAL QUESTIONS:
A. REASON NOT HIGHLY QUALIFIED:
CHOOSE ALL THAT APPLY:
QA1 - Not Certified in subject being taught
QA2 - Has not demonstrated content expertise in the subject being taught
QA3 - Middle School Teacher with K-8 Certification and no content Praxis Test or content major.
QA4 - Special Education Teacher with Teacher of the Handicapped Certification and no content Praxis Test or content
QA5 - P-3 Teacher with no Praxis Test or demonstration of content expertise.
QA6 - Other reasons
B. HOW DISTRICTS WILL SUPPORT TEACHERS TO BECOME HIGHLY QUALIFIED
CHOOSE ALL THAT APPLY:
QB1 - Reassign to position in which the teacher is Highly Qualified.
QB2 - Increase Professional Learning Opportunities in the content.
QB3 - Create Collaborative Professional Learning Teams within/between schools
QB4 - Provide Review Sessions in required test (e.g. Praxis)
QB5 - Reimburse for Required Test (e.g. Praxis) fees.
QB6 - Provide Tuition Reimbursement for course in content.
QB7 - Support National Board Certification (e.g. mentoring, study groups, release time for portfolio development)
QB8 - Other
NBC - National Board Certified
Y - Yes
N - No
Classes Taught (CT) - A class is defined as an individual group of students. In a self-contained classroom setting, an elementary generalist teacher provides instruction to one class of the same students throughout a semester or year. Report that as one class taught. In an elementary school, the special teachers such as art, music, physical education etc. should also be reported as teaching only one class. In a departmentalized classroom setting(5 or 6 to 12), a social studies middle school or high school teacher, for example, may teach five or more different social studies classes or sections throughout a semester or year. Even though the social studies teacher may teach each of the five classes as often as five times a week, the teacher still only teaches five social studies classes. Report that as five classes taught.
Record the number of classes taught for each teaching assignment during this academic year.
GL - Grade Type
1 - Elementary
2 - Middle
3 - High School
4 - Elementary/Middle
5 - Elementary/Secondary
6 - Middle/Secondary
Job Code Subcategory Identifier
A - Administrators
G - General Education Teacher
B - Bilingual Education - English as a Second Language
S - Teacher of Students with Disabilities (THOUGH or SAD)
Special Class Programs or
Pull-out Replacement Resource Program
H - Teacher of the Deaf or Hard of Hearing
Special Class Programs or
Pull-out Replacement Resource Program
V - Teacher of the Blind or Visually Impaired
Special Class Programs or
Pull-out Replacement Resource Program

ENTER CODE
FROM A TEACHING POSITION
1 - From another school in the same district
3 - In another NJ public school district
4 - In a public school district outside NJ
5 - In a non-public school
6 - In a college or university
FROM AN ADMINISTRATIVE OR SUPERVISORY POSITION
32 - From another leave of absence
11 - In another NJ public school district
12 - In a public school district outside New Jersey
13 - In a nonpublic school
14 - In a college or university
FROM AN EDUCATIONAL SUPPORT SERVICES POSITION
17 - In another New Jersey public school district
18 - In a public school district outside of New Jersey occupation
19 - In a nonpublic school, college, or university
FROM A COLLEGE OR UNIVERSITY PROGRAM OF STUDY
20 - In a New Jersey state college
21 - In another New Jersey public college university
22 - In a private New Jersey college or university
23 - In a public or private college or university outside of NJ
FROM HOME DUTIES
29 - Returning to a certificated position from home duties
RETURN FROM AN APPROVE LEAVE OF ABSENCE WITHOUT PAY
30 - From a maternity leave
31 - From a sabbatical leave
FROM MILITARY SERVICE
60 - From a branch of the military services
FROM EMPLOYMENT IN A NON TEACHING OCCUPATION
70 - From a position of employment in a non-teaching
FROM OTHER THAN LISTED
72 - From a position other than any listed

LEAVE CODES
TO ASSUME ANOTHER TEACHING POSITION
01 - To another school in the same district
02 - In a public school, other than New Jersey district
03 - In a public school district outside New Jersey
04 - In a nonpublic school
05 - In a college or university
TO ACCEPT AN ADMINISTRATIVE OR SUPERVISORY POSITION
11 - In another New Jersey public school district
12 - In a public school district outside of New Jersey
13 - In a nonpublic school
14 - In a college or university
TO ACCEPT AN EDUCATIONAL SUPPORT SERVICES POSITION
17 - In another New Jersey public school district
18 - In a public school district outside of New Jersey
19 - In a nonpublic school, college, or university
TO CONTINUE EDUCATION
20 - At a college or university
RESIGNED
25 - Because of prolonged illness
28 - No reason given for resignation
29 - To assume home duties
GRANTED A LEAVE OR ABSENCE WITHOUT PAY
30 - A maternity leave
31 - A sabbatical leave
32 - Another leave of absence
RETIRED
40 - Retired from position
DECEASED
50 - Deceased
ENTER MILITARY SERVICE
60 - To enter military services
TO ACCEPT EMPLOYMENT IN A NON-TEACHING OCCUPATION
70 - Accepted employment in non-teaching occupation
NOT OFFERED RE-EMPLOYMENT
80 - Due to reeducation in force
84 - Due to other than reeducation in force
FOR OTHER THAN LISTED
90 - for other than any listed

* - Job Code is required to be Highly Qualified.	
JOB CODE	JOB TITLE
Administrators	
0102	Chief School Administrator/District Superintendent
0103	Administrative Assistant to District Superintendent
0104	Interim Superintendent
0112	School Business Administrator
0114	Assistant School Business Admin
0120	Assistant Superintendent Non-Business
0121	Assistant Superintendent Business
0122	Assistant Superintendent Curriculum Instruction
Principals	
0201	High School Principal
0202	Assistant Principal High School
0211	Junior High School Principal
0212	Assistant Principal Junior High School
0221	Middle School Principal
0222	Assistant Principal Middle School
0231	Elementary School Principal
0232	Assistant Principal Elementary School
0241	Vocational School Principal
0242	Assistant Principal Vocational School
0251	Principal Handicapped School
0252	Assistant Principal Handicapped School
0261	Adult High School Principal
0262	Assistant Principal Adult High School
Supervisor	
0300	Supervisor Curriculum & Instruction
0301	Supervisor Basic Skills
0302	Supervisor Bilingual/ESL
0303	Supervisor Elementary Education
0304	Supervisor Secondary Education
0305	Supervisor Vocational Education
0306	Supervisor Pupil Personnel Services/Guidance
0307	Supervisor Personnel/Staff Development
0308	Supervisor Planning/Research and Evaluation (Testing)
0309	Supervisor Adult Education
0310	Supervisor Athletics
0311	Supervisor Audio-Visual Aids
0312	Supervisor Art
0313	Supervisor Business
0314	Supervisor English
0315	Supervisor Foreign Languages
0316	Supervisor Health/Physical Education
0317	Supervisor Home Economics
0318	Supervisor Industrial Arts
0319	Supervisor Mathematics
0321	Supervisor Music
0322	Supervisor Science
0323	Supervisor Social Studies
0324	Supervisor Special Education
0325	Supervisor Vocational-Technical Subjects
0399	Supervisor Special Project
Non-Supervisory Coordinator	
0400	Non-Supervisory Coordinator Curriculum and Instruction
0401	Non-Supervisory Coordinator of Basic Skills
0402	Non-Supervisory Coordinator Bilingual/ESL
0403	Non-Supervisory Coordinator Elementary
0404	Non-Supervisory Coordinator Secondary
0405	Non-Supervisory Coordinator Vocational
0406	Non-Supervisory Coordinator Guidance
0409	Non-Supervisory Coordinator Adult Ed
0410	Non-Supervisory Coordinator Nurse
0411	Non-Supervisory Coordinator Audio Visual aids
0412	Non-Supervisory Coordinator Art
0413	Non-Supervisory Coordinator Business
0414	Non-Supervisory Coordinator English
0415	Non-Supervisory Coordinator Foreign Language
0416	Non-Supervisory Coordinator Physical Ed & Health
0417	Non-Supervisory Coordinator Home Economics
0418	Non-Supervisory Coordinator Industrial Arts
0419	Non-Supervisory Coordinator Math

Non-Supervisory Coordinator (cont)	
0421	Non-Supervisory Coordinator Music
0422	Non-Supervisory Coordinator Science
0423	Non-Supervisory Coordinator Social Studies
0424	Non-Supervisory Coordinator Special Ed
0425	Non-Supervisory Coordinator Vocational/Tech
0426	Non-Supervisory Coordinator Athletics
0430	Coordinator of Grants Management, Manandated Programs & Special Projects
0496	Transition Teacher
0497	Assistant to the Superintendent Special Education
0498	Dean of Students
0499	Non-Supervisory Coordinator Special Projects
Directors	
0500	Director Curriculum & Instruction
0501	Director Basics Skills/Compensatory Education
0502	Director Bilingual/ESL
0503	Director Elementary Education
0504	Director Secondary Education
0505	Director Vocational Education
0506	Director Student Personnel Services Guidance
0507	Director Personnel/Staff Development
0508	Director Planning/Research and Evaluation
0509	Director Adult Education
0511	Director Audio-Visual Aids
0512	Director of Art
0513	Director Business
0514	Director English
0515	Director Foreign Lang
0516	Director Health/PE
0517	Director Home Economics
0518	Director Indus Arts
0519	Director Mathematics
0521	Director Music
0522	Director Science
0523	Director Social Studies
0524	Director Special Ed
0525	Director Vocational -Technical Subjects
0526	Director Athletics
0599	Director Special Project
Private School/Only	
0700	Director
0701	Assistant Director
0702	Executive Director
0703	Business Manager
Elementary	
1000	Preschool
1001*	Elementary Kindergraten-8 Grade
1003*	Kindergarten
1004*	Elementary School Teacher K-5
1007*	Elementary Teacher in secondary setting APA Only Subcategory Identifier S, H, or V
1015*	English/Elementary
1016*	Mathematics/Elementary
1017*	Science /Elementary
1018*	Social Studies/Elementary
Middle Grade 5-8	
1102*	Mathematics Grades 5 - 8
1103*	Science Grades 5 -8
1104*	Social Studies Grades 5 -8
1105*	American Sign Lang Grades 5 - 8
1106*	Lang Arts/Literacy Grades 5 - 8
1110*	French Grades 5 - 8
1125*	German Grades 5 - 8
1130*	Italian Grades 5 - 8
1145*	Latin Grades 5 - 8
1150*	Spanish Grades 5 - 8
1165*	Russian Grades 5 - 8
1170*	Greek Grades 5 - 8
1172*	Chinese Grades 5 - 8
1173*	Japanese Grades 5 - 8
1174*	Portuguese Grades 5 - 8
1176*	Polish Grades 5 - 8
1178*	Hebrew Grades 5 - 8
1179*	Korean Grades 5 - 8
1181*	Arabic Grades 5 - 8
1191*	Other World Lang Grades 5 - 8

Art	
1200	Art
1261*	Dance
1271*	Theater/Stage
1273	Cinema/TV Production
1283	Photography/Technical
1284*	Photography/Art of photography (HQ Only)
1285	Print Making/Technical
1286*	Print Making/Art of Print Making (HQ Only)
Business	
1301	Business Organization
1304	Advertising
1306	Banking/Insurance Principles
1308	Economics/Economic Geography
1311	Financial & Investment Principles
1315	Business Law
1317	Marketing/Sales
1331	Bookkeeping Accounting
1341	Office Organization - Practices and Procedures
1345	Clerical Office Practices
1361	Shorthand
1381	Typing/Word Processing
1387	Data Entry
1388	Data Processing
English	
1401*	English Non-Elementary
1405*	Business English
1408*	Basic Skills/Remedial English
1411*	Reading Development/Remedial Elementary
1412*	Reading Remedial-Secondary
1415*	Library Skills Development
1441*	Speech Arts/Drama
1442*	Public Speaking
1451*	Theater
1485*	English as a 2nd Language
1486*	Bilingual/Bicultural
World Language	
1500*	Language Arts/Literacy
1505*	American Sign Language
1506*	Chinese
1510*	French
1520*	German
1530*	Italian
1540*	Latin
1550*	Spanish
1560*	Russian
1570*	Greek
1573*	Japanese
1574*	Portuguese
1576*	Polish
1579*	Hebrew
1581*	Arabic
1582*	Korean
1599*	Other Than Above
Health/Physical Ed	
1607	Health & Physical Education
1610	Driver Education
1615	Swimming/Water Safety
1620	Health
1630	Physical Education
1644	Recreation
1645	Family Life Education
Home Economics/FRS	
1700	Family & Consumer Sciences - Comprehensive
1704	Family & Consumer Sciences – Apparel, Textiles and Interiors
1706	Family & Consumer Sciences - Child & Family Development
1760	Family & Consumer Sciences – Foods/Nutrition & Food Science

Industrial Arts	
1805	Career Education
1812	General Shop
1815	Plastics
1818	Ceramics
1819	Leatherworking
1821	Drafting and Design Technology (Includes Mechanical, Architectural, Machine Drawing, Architecture/Home Planning, Blueprint Reading, Industrial Arts, Industrial Drafting)
1825	Engineering Drawing
1832	Furniture Refinish
1833	General Woodwork
1842	General Metalwork
1844	Machine Shop
1850	Radio and Theory
1853	Basic Electricity
1854	Appliance Repair
1855	Electricity/Electronics
1856	Electronics
1857	Electricity
1861	General Mechanics
1862	Power Mechanics
1864	Auto Mechanics
1872	Graphic Arts
1876	Printing
1882	Home Mechanics
1893	Surveying
1894	Building Trades
1896	Aeronautics
1897	Technology Education
Math	
1901*	Math Non-Elementary
1904*	Remedial Math
1907	Business Math
1962	Computer Literacy/Applications/Programming
Music	
2100*	Music Comprehensive
2110*	Music Instrumental
2130*	Music Vocal
Science	
2202*	Science General
2205*	Science Earth
2206*	Science Physical
2214	Science Military
2231*	Science Biological
2235*	Science Chemistry
2236*	Science Physics
Social Studies	
2302*	Social Studies Non-Elementary
2305*	Social Studies Humanities
2317	Social Studies Psychology
2322*	Social Studies History
2391*	Social Studies Geography
Supplementary Inst	
2400	Supplementary Instruction (In-Class)
2401	Supplementary Instruction (Pull-Out)
Resource Program	
2405	Resource Program In-Class
2406	Resource Program Pull-Out Support
Teach Coach Coordinator Leader	
2410	Teacher Coach
2411	Teacher Coordinator
2412	Teacher Leader
Vocational Ed	
2501	Agricultural Occupations
2507	Agricultural Technology
2508	Turf Management
2512	Marketing Education
2513	Apparel and Accessories
2514	Automotive
2517	Food Management
2518	Food Services

Vocational Ed (cont)

2519	Food Production
2520	Food Technology
2522	Hotel and Lodging
2523	Health Fitness
2525	Computer Integrated Manufacturing
2526	Audio Technology
2527	Environmental Occupations
2540	Dental Assisting
2541	Legal Assisting
2551	Practical Nurse
2552	Medical Assistant
2554	Health Occupation
2555	Medical Dental Assistant
2556	Nursing Assistant (Aide)
2569	Small Animal Care
2570	Supermarket Careers
2571	Warehousing
2572	Automotive Technology (Includes Automobile Mechanics and Automotive Specialties)
2573	Chemical Technology
2575	Construction Technology
2576	Draft/Design Technology
2577	Electrical Technology
2579	Electronic Technology
2580	Law Enforcement
2581	Emergency Medical Technology
2582	Medical Labor Technology
2583	Medical Records Technology
2584	Ophthalmic Medical Assist
2585	Optical Technician
2586	Phlebotomist/Venipuncture Technician
2587	Surgical Technologist
2588	Banking/Finance Technology
2589	Dental Laboratory Technology
2593	Computer Technology
2595	Water/ Waste Water
2597	Power Plant Technology
2600	Air Conditioning & Refrigeration
2602	Heating/Ventilation
2603	Heating/Ventilation/Air Conditioning/Refrigeration
2604	Appliance Repair
2612	Body/Fender Repair
2613	Diesel Mechanic
2614	Heavy Equipment (Construction Mechanic)
2616	Small Engine Repair(Internal Combustion)
2617	Aircraft Maintenance
2619	Commercial Art
2620	Commercial Photography
2621	Drafting
2622	Graphic Arts
2623	Industrial Design
2624	Printing
2626	Marine Trades Technology
2627	Building Trades
2628	Carpentry
2629	Custodial Services
2630	Electricity
2632	Maintenance Mechanics
2633	Masonry
2634	Painting and Decorating
2635	Plumbing & Pipefitting
2637	Stationary Engineering
2638	Business Machine Maintenance & Repair
2643	Radio Broadcasting
2644	Radio/Television Repair
2645	Television Production
2646	Apparel and Textile Service
2649	Tailoring/Dress Making
2650	Apparel and Textile Management
2652	Cosmetology/Hair Styling
2655	Building Maintenance

Vocational Ed (cont)	
2656	Machine Shop
2659	Millwork/Cabinet Making
2660	Plastics Production
2661	Sheet Metal
2662	Upholstering
2663	Welding
2664	Baking
2665	Commercial Food Services
2681	Introduction to Vocations
2683	Laboratory Technology
2691	Engineering Technology
2692	Telecommunications
2693	Vocational Arts/Dance
2694	Vocational Art/Theater
2695	Visual Arts
2696	Vocational Art/Inst Music
2697	Vocational Art/Vocal Music
2698	Desktop Publishing
2699	Dental Office Management
2700	Medical Office Management
2701	Culinary Arts
2702	Chef Preparation
2703	Travel and Tourism
2704	Recreation
2705	Meeting Planners
2706	Electrolysis
2707	Massage Therapy
2708	Human Development & Child Care Services
2709	Adult Care Services
2710	Nail Technicians
2711	Estheticians
2712	Data Management
2713	Computer Network System
2714	Computer Service Technicians
2715	Computer System Engineering
2716	Interactive Media
2717	Information, Support & Services
2718	Internet & Online Technology
2719	Vehicles & Petroleum Marketing
2720	Marine Sciences
2721	Vocational Arts/Electronic Music
2722	Transportation and Travel Marketing
Educational Services	
3100	Director of School Counseling Services
3101	School Counselor
3105	School Librarian, Media Specialist Assoc.
3111	Occupation Therapist
3112	Physical Therapist
3113	Athletic Trainer
3114	School Nurse
3115	School Nurse/Non Instructional
3116	School Psychologist
3117	School Social Worker
3118	Learning Disabilities Teacher Consultant
3119	Reading Specialist
3120	Speech Correction/Language Specialist
3121	Coordinator Substance Abuse
3122	Educational Interpreter-Sign Language Interpreting
3123	Educational Interpreter-Oral Interpreting
3124	Educational Interpreter-Cued Speech Transliteration
3126	Cooperative Agricultural Education
3132	Cooperative Education Coordinator (Hazardous Occupations)
3133	Cooperative Education Coordinator (Non Hazardous Occupations)
3134	County Apprenticeship Coordinator
3135	Structured Learning Experience Coordinator
4001	In-School Suspension
Non Certificated Staff	
9000	Professional Staff
9050	Physics (Pilot Program Only)
9100	Instructional Paraprofessionals
9150	Non Instructional Paraprofessionals
9200	Technicians
9300	Clerical/Secretarial
9400	Service Workers
9500	Skilled Craftsperson's

9600 Laborers Unskilled